



Sign Address \_\_\_\_\_ Permit # \_\_\_\_\_

OK for Intake by: \_\_\_\_\_ Building Permit Required? Yes \_\_\_ No \_\_\_

## Plan Requirements

- ☐ Complete application for each sign with signature
- ☐ Two copies of plans required for each sign permit application

Please contact land use staff at 541-682-8336 or [landuseinfo@ci.eugene.or.us](mailto:landuseinfo@ci.eugene.or.us) for more information.

## **Site Plan (to scale):**

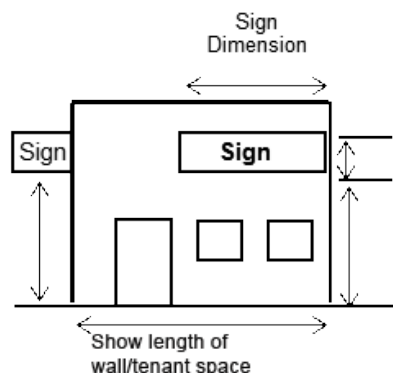
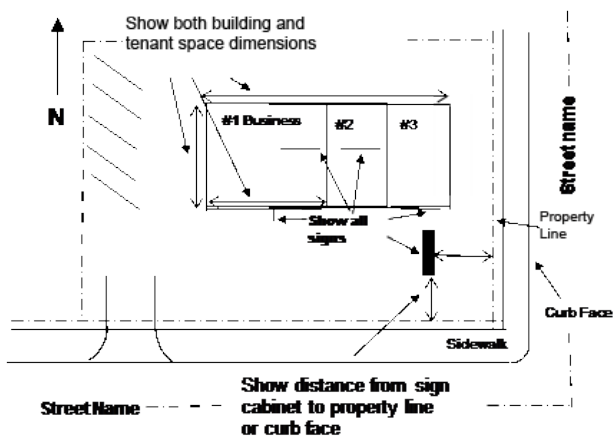
- ☐ Overall development site showing location of building, street(s) and north arrow
- ☐ Location and size of all signs for this business – existing and proposed
- ☐ Location of any billboards on the property

### **Freestanding signs also require the following information:**

- ☐ Distance from sign cabinet to nearest adjacent curb face or property line
- ☐ Public Works verification form for signs (541-682-8400 or [cewepic@ci.eugene.or.us](mailto:cewepic@ci.eugene.or.us))
- ☐ Location of all freestanding and roof signs on the property, including distances between

### **Awnings and projecting signs adjacent to public right-of-way also require:**

- ☐ Public Works verification form for signs



## **Elevations:**

- ☐ Distance from grade to bottom of sign
- ☐ Sign Dimensions
- ☐ Length of wall / tenant space

## **Structural:**

- ☐ Structural information as required for specific sign type (see page 2)

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

**Structural Plan Requirements**

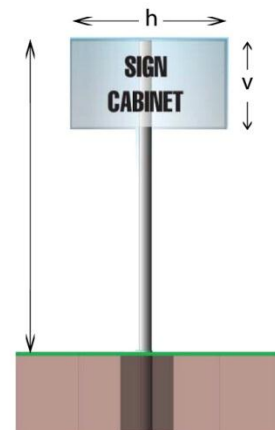
Please contact a commercial code analyst at 541-682-5613 or [commercialpermitinfo@ci.eugene.or.us](mailto:commercialpermitinfo@ci.eugene.or.us) if you have questions regarding structural plan requirements.

**Freestanding Signs**

Structural review is required for freestanding signs that are over 6' tall.

**Plan requirements:**

- ☐ Sign dimensions including height from grade to top of sign
- ☐ Sign weight
- ☐ Sign materials and details of construction
- ☐ Detail(s) of sign attachment to pole, if applicable
- ☐ Footing/foundation details including:
  1. dimensions
  2. concrete strength
  3. reinforcement
- ☐ Calculations as follows:
  1. Signs over 20 feet in height require design calculations by an Oregon licensed engineer
  2. A sign 20 feet or less in height requires design calculations by an Oregon licensed engineer at time of plan submittal unless it complies with all of the following:
    - a) The horizontal dimension (h) divided by the vertical dimension (v) is less than or equal to 2
    - b) The area of the sign (h x v) is less than 100 square feet
    - c) The sign is mounted to a steel pole, and the pole:
      - a. Is embedded in a concrete footing, and
      - b. Extends vertically through the sign cabinet (typical pipe sleeve detail allowed)



*Note: Additional design information or calculations may be requested after initial review.*

**Wall, Marquee, Under Marquee, Projecting, Roof and Awning Signs**

Structural review is required except as follows:

1. A wall/marquee sign that is  $\frac{3}{4}$ " or less in thickness and attached directly to the face of the wall
2. A wall/marquee sign that complies with each of the following:
  - a) sign projects no more than 9" from the face of the wall, and
  - b) sign weighs no more than 125 lbs., and
  - c) area of sign is equal to or less than 40 square feet

**Plan requirements:**

- ☐ Sign dimensions
- ☐ Sign weight
- ☐ The construction of the wall or roof that the sign will be attached to (wood or steel framing, masonry or concrete, etc.)
- ☐ Attachment details. Show the attachment method, including type, number and size of the approved fasteners (wood/metal screws, expansion anchors, etc.)
- ☐ Calculations as follows:
  1. Awnings require design calculations by an Oregon licensed engineer
  2. Calculations on other signs are not required at time of submittal but may be requested after initial review